

DEPARTMENT OF GENERAL SERVICES
Records Management Division

Schedule # 2304

RECORDS RETENTION AND DISPOSAL SCHEDULE

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DEPARTMENT OF HEALTH AND MENTAL HYGIENE
Office of Contract Policy, Management, and Procurement

	DESCRIPTION	RETENTION
	This schedule supersedes Item 6 of Schedule 2106.	
1	CLOSED CONTRACTS include standard service agreements, employment service contracts, interagency agreements, modifications, option exercises, tracking forms, support documentation, correspondence, and other contract management papers.	Retain in office at least one (1) year following the period of completion, expiration, or termination, until all audit requirements are met, and until the records are no longer needed in office, then transfer to the State Records Center. Retain at least until records are six (6) years old from date of closing.

APPROVED:(DHMH Official) DATE: 4/22/04

SIGNATURE : 
Robert Rucker, Director

AUTHORIZED:(State Archives) DATE: MAY 07 2004

SIGNATURE: 
Edward C Papenfuse Jr, State Archivist